

DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES



BRIAN SCHWEITZER
GOVERNOR

JOAN MILES
DIRECTOR

STATE OF MONTANA

www.dphhs.mt.gov

PO Box 4210
HELENA, MT 59604-4210

Date: September 18, 2008

To: All TANF Cash Assistance Policy Manual & WoRC Guideline Holders

From: Melissa Faber, TANF Policy Specialist
Dana Meldrum, TANF Program Officer
Public Assistance Bureau, Central Office

Subject: TANF Cash Assistance Bulletin TB-47

Please place this bulletin at the beginning of the TANF Manual, Section 701-3 and Section 3.0 of the WoRC Guidelines.

=====

SECTION: Case Management
Program Description

SUBJECT: Participation Components

INTRODUCTION: Based on the Deficit Reduction Act (DRA) Final Rule, the following policy changes will be effective October 1, 2008.

POLICY CHANGES: **Needed in the Home (NIH)**
Individuals who are needed in the home to care for disabled child or family member may now be "excluded" from work activities, even if the disabled child or family member is enrolled in school full-time. The need for the individual to be in the home must be supported by the HCS 205-*Request For Needed In The Home* filled out by a qualified medical or mental health professional.

Assessments

Assessment activities may be used under the following component codes: WEX, HSE, CSP, STT & ABE. Assessment activities should be used in conjunction with the actual component code and may be used four consecutive weeks per enrollment.

Assessments do not have separate component codes and are counted under the primary/secondary activity, however, they must be written separately on the EP to clearly state the activity. Examples of assessment activities could include but are not limited to: Career assessment, computer literacy skills, typing tests. TABE and PLATO tests.

Reconciliation: All activities must be supervised and verified by signature or appointment card Actual hours must be used when reconciling any assessment activity.

Post Secondary Education

Post secondary education toward a bachelors or advanced degree is allowable under STT, however the 12 month lifetime limit still applies.

TEAMS will display the number of STT and PSE months reconciled or negotiated since January 2004 on the EMPS screen.

Activities counted as STT can also count as JST (provided 12 month STT limit has been exhausted) as long as the activities are job specific and primary activities have been fulfilled.

Unsupervised Study Time

One hour of unsupervised study time can be countable for each hour of class time. Allowable component codes include: HSE, ABE, and STT.

Example: A participant has verified school enrollment and attends classes in high school six hours per day (lunch not counted). The case manager may reconcile six hours of unsupervised study time per day under the HSE component.

Example: A participant has verified college enrollment for 12 credits per week. The case manager may reconcile 12 hours per week of unsupervised study time under the STT component.

Verification & Reconciliation: Verification of educational activities (STT, HSE, ABE), unsupervised study and supervised study is required on a monthly basis. The verification received could be a printed off version of class schedule, sign off by instructor or advisor, attendance records, time sheets, log-in and on-line activity reports, and print off of grades.

Note: Weekly case management is still a requirement for all participants but case managers will not be allowed to sanction if a participant does not bring in weekly proof of educational activity or study time. It is recommended that case managers ask to see the syllabus for the course and follow along each week to insure that assignments, papers and tests have been completed for each course.

Job Search/Job Readiness (JBS)

Job Search/Job Readiness is measured on an hourly basis. The 12 week period now translates to the following JBS hours:

- 240 hours for a single parent with a child under the age of 6,
- 360 hours for all other work-eligible individuals.

The total hours are based on a preceding 12 month time period rather than a calendar or fiscal year.

The four consecutive week limit on JBS is still applicable.

Removed language regarding the requirement that the participant be “otherwise employable” when looking at whether or not treatment was an allowable activity.

TEAMS will display number of JBS hours reconciled and negotiated in the preceding 12-month period on the EMPS screen.

POLICY REMINDERS:

NIH-must be approved by your WoRC monitor and cannot receive supportive services.

JBS-Any hours of participation during the course of a job search week triggers a week for the four week limit.

UPDATED MANUAL MATERIAL WILL BE DISTRIBUTED AS SOON AS POSSIBLE. UNTIL THAT TIME, USE THIS REMINDER AS A GUIDE. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR WORC MONITOR OR REGIONAL POLICY SPECIALIST.

Thank you.